



DONALD L. WOLFE, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
[www.ladpw.org](http://www.ladpw.org)

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **W-0**

February 2, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**LOS ANGELES COUNTY WATERWORKS DISTRICTS  
CALIFORNIA DEPARTMENT OF WATER RESOURCES  
ACCEPTANCE OF PROPOSITION 50, CHAPTER 7, WATER USE EFFICIENCY  
GRANTS FOR IMPLEMENTATION AND ADMINISTRATION OF URBAN WATER  
CONSERVATION BEST MANAGEMENT PRACTICES  
SUPERVISORIAL DISTRICTS 3, 4, AND 5  
3 VOTES**

**IT IS RECOMMENDED THAT YOUR BOARD ACTING AS THE GOVERNING BODY  
OF THE LOS ANGELES COUNTY WATERWORKS DISTRICTS:**

1. Find that the implementation and administration of Urban Water Conservation Best Management Practices under this grant program is categorically exempt from the provisions of the California Environmental Quality Act.
2. Accept two grants from the California Department of Water Resources, in the amounts of \$386,640 and \$108,681, to partially fund the implementation and administration of Urban Water Conservation Best Management Practices within the service areas of the Los Angeles County Waterworks Districts (Districts).

3. Adopt the enclosed Resolutions (Enclosures A and B) delegating authority to the Director of Public Works, or his designee, to conduct business with the California Department of Water Resources on any and all matters related to these grants, including negotiating and executing the grant contracts substantially similar to the enclosed samples (Enclosures C and D), signing any amendments, and requesting reimbursements.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to accept two grants from the California Department of Water Resources for implementation and administration of Urban Water Conservation Best Management Practices and to delegate authority to the Director of Public Works, or his designee, to conduct business with the California Department of Water Resources on any and all matters related to these grants.

On March 5, 1996, your Board directed the Districts to become a signatory to a Memorandum of Understanding regarding Urban Water Conservation in California. The Memorandum of Understanding requires implementation of 14 Best Management Practices by December 31, 2008. These grants will partially fund implementation and administration of 2 of the 14 Best Management Practices. The remaining Best Management Practices, which were not eligible for Proposition 50 funding, are being implemented using Districts' funds. These two Best Management Practices involve residential water use audits; commercial, industrial, and institutional water use audits; and a Dedicated Landscape Meter Installation Program.

### **Implementation of Strategic Plan Goals**

This action is consistent with the County Strategic Plan Goal of Fiscal Responsibility by augmenting the County's funding sources with grant funds. It also satisfies the goal of Service Excellence by enhancing County services provided to the Districts' customers.

### **FISCAL IMPACT/FINANCING**

There will be no impact to the County's General Fund. The total cost to implement the two Best Management Practices under this grant program is estimated to be \$1,134,367. Funding for work on these projects in Fiscal Year 2005-06 is included in the Fiscal Year 2005-06 Waterworks Districts budgets. Since the California Department of Water Resources requires that the Districts continue these programs after the grants expire, ongoing funding will be included in future years' Waterworks Districts budgets.

The two grants from the California Department of Water Resources will provide reimbursement in the amount of \$495,321.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Districts' are public water systems formed pursuant to Division 16 of the California Water Code and have the legal authority to enter into grant contracts with the California Department of Water Resources per §55339 of the California Water Code.

On July 11, 2000, your Board approved guidelines for the acceptance of State and Federal grants of \$100,000 or more. These guidelines include a requirement that County departments prepare a Grant Management Statement for your Board's review prior to the departments carrying out the activities covered under the grant. Accordingly, the Grant Management Statements for these grants are enclosed for your review.

The enclosed Resolutions, which are required by the California Department of Water Resources, have been approved as to form by County Counsel. The final grant agreements will be substantially similar to the enclosed samples (Enclosures C and D) and will be approved as to form by County Counsel prior to execution by the Director of Public Works, or his designee.

### **ENVIRONMENTAL DOCUMENTATION**

The California Environmental Quality Act requires public agency decision makers to document and consider the environmental implications of their actions. Implementation and administration of water conservation Best Management Practices is categorically exempt pursuant to Class 6 of the Environmental Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15306 of the California Environmental Quality Act guidelines.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The implementation and administration of water conservation Best Management Practices will promote water conservation and enable the Districts' existing water supplies to meet higher future demands.

The Honorable Board of Supervisors  
February 2, 2006  
Page 4

**CONCLUSION**

Please return three adopted copies of this letter and three copies of the signed Resolutions to Public Works, Waterworks and Sewer Maintenance Division.

Respectfully submitted,

*Dean O. Epifanio*  
for DONALD L. WOLFE  
Director of Public Works

KA:ir  
BDL2205

Enc.

cc: Chief Administrative Office  
County Counsel

## **Enclosure A**

### **RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, CALIFORNIA, ACTING AS THE GOVERNING BODY OF THE LOS ANGELES COUNTY WATERWORKS DISTRICTS TO ACCEPT CALIFORNIA DEPARTMENT OF WATER RESOURCES PROPOSITION 50 WATER USE EFFICIENCY GRANT FUNDS**

WHEREAS, the Los Angeles County Waterworks Districts submitted an application to the Department of Water Resources to fund the Residential Water Use Audits Program to improve water use efficiency in the Los Angeles County Waterworks Districts' service areas; and

WHEREAS, Los Angeles County Waterworks Districts have been notified that the application for a grant under the State of California Proposition 50 Water Use Efficiency Grant Program has been selected for funding; and

WHEREAS, the County Strategic Plan Goal of Fiscal Responsibility supports augmenting County funds with grant funds;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Los Angeles, acting as the governing body of the Los Angeles County Waterworks Districts, hereby:

- 1) accepts the grant funds;
- 2) directs the Director of Public Works, or his designee, to negotiate and execute a grant contract and any amendments on behalf of the Districts; and
- 3) designates the Director of Public Works, or his designee, as the Districts' representative to sign the progress reports and approve reimbursement claims for submittal.

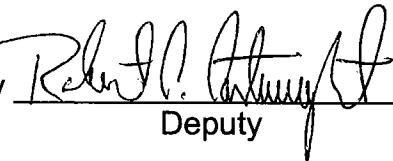
The foregoing Resolution was on the \_\_\_\_\_ day of \_\_\_\_\_, 2006,  
adopted by the Board of Supervisors of the County of Los Angeles as the governing  
body of the Los Angeles County Waterworks Districts.

VIOLET VARONA-LUKENS  
Executive Officer of the  
Board of Supervisors of  
the County of Los Angeles

By \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.  
County Counsel

By  \_\_\_\_\_  
Deputy

## **Enclosure B**

### **RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, CALIFORNIA, ACTING AS THE GOVERNING BODY OF THE LOS ANGELES COUNTY WATERWORKS DISTRICTS TO ACCEPT CALIFORNIA DEPARTMENT OF WATER RESOURCES PROPOSITION 50 WATER USE EFFICIENCY GRANT FUNDS**

WHEREAS, the Los Angeles County Waterworks Districts submitted an application to the Department of Water Resources to fund the Commercial, Industrial, and Institutional Water Use Audits and Dedicated Landscape Meter Installation Program to improve water use efficiency in the Los Angeles County Waterworks Districts' service areas; and

WHEREAS, Los Angeles County Waterworks Districts have been notified that the application for a grant under the State of California Proposition 50 Water Use Efficiency Grant Program has been selected for funding; and

WHEREAS, the County Strategic Plan Goal of Fiscal Responsibility supports augmenting County funds with grant funds;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Los Angeles, acting as the governing body of the Los Angeles County Waterworks Districts, hereby:

- 1) accepts the grant funds;
- 2) directs the Director of Public Works, or his designee, to negotiate and execute a grant contract and any amendments on behalf of the Districts; and
- 3) designates the Director of Public Works, or his designee, as the Districts' representative to sign the progress reports and approve reimbursement claims for submittal.

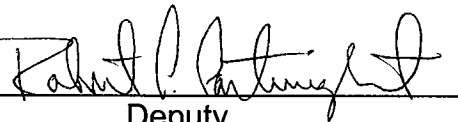
The foregoing Resolution was on the \_\_\_\_\_ day of \_\_\_\_\_, 2006,  
adopted by the Board of Supervisors of the County of Los Angeles as the governing  
body of the Los Angeles County Waterworks Districts.

VIOLET VARONA-LUKENS  
Executive Officer of the  
Board of Supervisors of  
the County of Los Angeles

By \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.  
County Counsel

By   
Deputy



**Los Angeles County Chief Administrative Office**  
**Grant Management Statement for Grants \$100,000 or More**

**Department:** Public Works

**Grant Project Title and Description**

**Residential Water Use Audits Program**

Audits will be conducted for a minimum of 10 percent of single-family and multi-family residential accounts to increase water use efficiency.

**Funding Agency**

California Department of  
Water Resources

**Program (Fed. Grant #/State Bill or Code #)**

Proposition 50 Chapter 7 Water Use  
Efficiency Grant Program

**Grant Acceptance Deadline**

Upon Board approval

**Total Amount of Grant Funding:** \$386,640

**County Match:** \$313,000 (soft costs)

**Grant Period:** Approximately 36 months

**Begin Date:** Upon Board  
Approval

**End Date:** 11-30-08

**Number of Personnel Hired Under This Grant:** 0

**Full Time:** N/A

**Part Time:** N/A

**Obligations Imposed on the County When the Grant Expires**

Will all personnel hired for this program be informed this is a grant-funded program?		N/A
Will all personnel hired for this program be placed on temporary ("N") items?		N/A
Is the County obligated to continue this program after the grant expires?	Yes	
If the County is not obligated to continue this program after the grant expires, the Department will:	-	-
a.) Absorb the program cost without reducing other services	-	-
b.) Identify other revenue sources (describe below)	-	-
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	-	-

**Impact of additional personnel on existing space:**

None

**Other requirements not mentioned above:**

Department Head Signature



Date: 1/31/06

# Los Angeles County Chief Administrative Office

## Grant Management Statement for Grants \$100,000 or More

**Department:** Public Works

**Grant Project Title and Description**

**Commercial, Industrial, and Institutional (CII) Water Use Audits & Dedicated Landscape Meter Installation Program**

Conduct water use audits for all commercial, industrial, and institutional customers, and market dedicated landscape meters to appropriate customers that do not already have a meter on the premises to increase water use efficiency.

Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
California Department of Water Resources	Proposition 50 Chapter 7 Water Use Efficiency Grant Program	Upon Board approval

<b>Total Amount of Grant Funding: \$108,681</b>		<b>County Match: \$326,046 (Soft Costs)</b>
<b>Grant Period: Approximately 32 months</b>	<b>Begin Date: Upon Board approval</b>	<b>End Date: 6-30-08</b>
<b>Number of Personnel Hired Under This Grant: 0</b>	<b>Full Time: N/A</b>	<b>Part Time: N/A</b>

**Obligations Imposed on the County When the Grant Expires**

Will all personnel hired for this program be informed this is a grant-funded program?		N/A
Will all personnel hired for this program be placed on temporary ("N") items?		N/A
Is the County obligated to continue this program after the grant expires?	Yes	
If the County is not obligated to continue this program after the grant expires, the Department will:	-	-
a.) Absorb the program cost without reducing other services	-	-
b.) Identify other revenue sources (describe below)	-	-
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	-	-

**Impact of additional personnel on existing space:**

None

**Other requirements not mentioned above:**

Department Head Signature 

Date: 1/31/06

EXHIBIT B

*Draft*  
**STATEMENT OF WORK  
TASKS & TIMELINES**

**Los Angeles County Waterworks Districts  
Contract ID: 4031  
Contract Number 4600004215**

**B-1 Project Description**

The Los Angeles County Waterworks Districts (Districts) will conduct a Residential Water Use Audits Program to increase water use efficiency and reduce wasteful water usage throughout the Districts' service area. The Districts are the primary water retailer to five water districts within Los Angeles County, including 1) Kagel Canyon (District 21), 2) the City of Malibu, Topanga Canyon and the Marina Del Rey Water System (District 29), 3) Val Verde (District 36), 4) Acton (District 37), and 5) the Antelope Valley (District 40) See Map 1 for a location of Districts. These Districts, which provide potable water to about 150,000 people, use a combination of approximately 25 percent local groundwater for Districts 21, 36, 37, and 40 and imported water supplies from the State Water Project. District 29 uses 100 percent imported water. Due to reductions in funding available for this project, the scope of work has been reduced to fifty percent of the original proposal.

**B-2 Project Goals & Objectives**

The adjusted goal of this project is to reduce water use by 1,235 acre-feet over ten years (123 AF annually). This assumes the average resident occupies a home for ten years. To meet this goal, the Districts will conduct residential water use audits for a minimum of 10 percent of single-family and multi-family residential homes. The following is the estimated number of audits to be conducted by district:

- District No. 21: 24 audits
  - District No. 29: 679 audits
  - District No. 36: 75 audits
  - District No. 37: 95 audits
  - District No. 40: 3,539 audits
- (Total of 4,390 audits will be conducted)

This is a voluntary program, which will be marketed to all customers through advertisements on water bills, a quarterly newsletter, and the official Waterworks Districts Website <http://ladpw.org/wwd/conservation>. Excessive water users, identified through the Districts' water billing system, will be contacted directly by phone and mail.

A trained water use auditor will schedule a visit to each customer that requests an audit. The auditor will visit the home and will identify all indoor and outdoor water use with the customer, including bathroom, kitchen, laundry, irrigation, and swimming pool use. All data collected during each residential water use audit will be input into a database. The Districts will provide each customer with a report within one week after the audit. This report will describe the customer's water usage, suggest specific recommendations to increase water use efficiency, and calculate monthly and annual water and cost savings associated with each recommendation.

Recommendations will include, but not be limited to:

- Installing low flow faucet aerators on bathroom and kitchen fixtures;
- Installing ultra low flush toilets, high efficiency washing machines, and high efficiency dishwashing machines;
- Turning the water off while not in use and installing hardware that will assist with this recommendation, including showerheads and hose nozzles with shut-off valves;
- Loading the dishwasher and washing machine with full loads, resulting in less loads per week;
- Demonstrating methods to identify and fix leaks for faucets, showerheads, toilets, hoses and sprinkler heads;
- Using a pool cover to prevent evaporation and minimize heating costs;
- Reducing the watering cycle on irrigation schedules;
- Adjusting irrigation schedules for seasonal conditions;
- Recommending more water efficient landscaping, such as native plants and rock gardens; and
- Sweeping driveways and sidewalks instead of hosing them down.

The Districts will track the changes in water use on a monthly basis for one year following each audit. Follow-up phone calls will be made to customers who do not exhibit a decrease in water use. If necessary, an additional assessment of water use will be conducted and discussed with the customer.

### **B-3 Statement of Work, Technical/Scientific Merit, Feasibility**

The feasibility and technical adequacy, and work plan (task list, work schedule, deliverable descriptions, projected costs, and environmental documentation) are described in this section.

Audits will be conducted for a minimum of 10 percent of single-family and multi-family residential accounts. Each audit will require a one-hour site visit consisting of personal interaction with customers and collecting data on both indoor and outdoor water use. Each audit will include:

- Verifying customer name, address, account number, and phone number;
- Determining the approximate year the residence was constructed;
- Checking for leaks in all toilets, faucets, and spigots by observation, distributing new toilet flappers (provided by the Districts) for leaking toilets, and explaining to customers how to replace washers in faucets and spigots;
- Recording the number of leaks observed at each residence during the audit;
- Measuring all showerhead and sink flow rates, and offering to replace or install shower heads or sink aerators with low-flow devices, as appropriate;
- Checking toilet tank volumes and offering to install displacement devices;
- Distributing ULFT and high efficiency washing machine rebate materials and a vendor list to customers with high volume toilets or low efficiency washing machines;
- Obtaining the number of residents, the number of showers taken per week, the average length of showers, and the number of loads of laundry done per week per household;
- Determining whether the resident has a warm season or cool season lawn, the type of soil, and the appropriate application rate to irrigate the lawn;
- Observing outdoor irrigation systems to check for sufficient coverage and overspray and checking timers for appropriate watering schedule;
- Measuring total outdoor landscaped area and observing and recording the types of plant material and the area of coverage for each;
- Reviewing or developing customer irrigation schedules and assisting customers in setting their irrigation controllers, stressing the benefits of irrigating in the early morning hours;
- Entering the information into an electronic form linked to a database that will enable the Districts to estimate each customer's normal monthly water use and total potential water and cost savings. Each customer will be given a report displaying the results for their residence.

### **B-3.1 Feasibility and Technical Adequacy**

The proposed Residential Water Use Audits Program would employ volunteer customer participation, standard on-site auditing practices, and has no experimental or technically unproven elements. It does, however, feature a tested approach that ensures with sufficient reliability that the project benefits, expressed in terms of water savings, will actually be achieved if the marketing campaign reaches sufficient District customers.

### **Implementation Approach**

The Los Angeles County Water Works Districts have adequate resources to identify excessive water users and target this group for voluntary water audits. The Districts will manage the project, utilizing existing staff to develop and collect and provide data analysis of the audits. A consultant will be hired to complete the actual audits and any follow-up audits deemed necessary. The Districts will follow the County of Los Angeles procedures and guidelines for hiring a consultant.

### **B-3.2 Work Plan & Tasks**

The proposed Water Use Audits Program would be accomplished through the tasks and

Sub-tasks described in the following sections; the main tasks are:

Task 1 – Project Management and Administration

Task 2 – Conduct Water Use Audits, Data Collection, and Analysis

Task 3 – Follow-Up Reports

Task 4 – Environmental Documentation

#### **Task 1 – Project Management and Administration**

**Objective:** Accomplish the work described in the work plan on schedule and within identified budgets. Facilitate coordination and communication among project participants to ensure the smooth flow of work. Develop the database, bid out for consultant services, and establish list of possible participants to the water audit program. Prepare all project reports.

## **Description of Work:**

**Subtask 1.1 Provide Technical Coordination and Project Management** – The Project Manager will be responsible for providing overall project management and direction and for providing day-to-day coordination among technical project staff members and consultant in developing the audits database.

**Subtask 1.2 Sub-Contract for Conduction of the On-Site Water Audits** – The Project Manager will be responsible to insure the bid process meets all County, State, and Federal guidelines under this contract and any other legal requirement applicable.

**Subtask 1.3 Develop Database for Collection and Analysis of Audit Results** – The Project Manager will establish and maintain a thorough line of communication between all parties to this contract and sub-contractors to develop viable and quantitative data, and reasonable analysis.

**Subtask 1.4 Develop and Produce Advertising Campaign for the On-site Water Audits Program** – Consultant will develop an advertising program of bill inserts, bill messages, newsletter, and Districts website to create interest and promote water use efficiency through the residential audit program.

**Subtask 1.5 Prepare and Submit Quarterly Reports** – The Project Manager will prepare quarterly fiscal and programmatic reports to DWR, as specified in the Grant Agreement. These will be submitted to and reviewed by LACWD management before being submitted to DWR.

**Subtask 1.6 Prepare and Submit Final Report** – The Project Manager will be responsible for preparing the Final Report near the end of the project. Following review by the LACWD Board and management, a draft report will be submitted to DWR for review. DWR comments will be incorporated into the Final Report.

**Subtask 1.7 Prepare and Submit Follow-Up Reports** – The Project Manager will be responsible for preparing the annual Follow-Up Report for each of the five year period after the Final Report.

## **Task 2 – Conduct Water Use Audits, Data Collection, and Analysis**

**Objective:** Research and identify residential customers with above average water consumption. Conduct voluntary water audits on no less than 10% of the residential accounts within the Districts areas. Follow-up with participants that did not result in a reduction of water consumption.

### **Description of Work:**

**Subtask 2.1 Review Available Information and Data** – Consultant and LACWD staff will assemble and review available data and information to determine appropriate audit sites, including individual customer water consumption records. Identify potential audit sites for direct advertising campaign.

**Subtask 2.2 Conduct Residential Water Audits** – Consultant will coordinate with LACWD staff to contact land owner (single/multi-family), schedule and conduct water audit utilizing parameters set forth in Section B-3 'Statement of Work', of this exhibit.

**Subtask 2.3 Data Collection and Evaluation** – Consultant will coordinate with LACWD staff to collect and analyze data acquired by the water audits, utilize reasonable assumptions of residential water use; and evaluate previous to current use, and perceived future use.

### **Task 3 – Follow-Up Reports**

**Objective:** The objective of this task is to report changes in water consumption, based on initial use prior to the water audit, and future consumption for an annual report for a term of five years after the audits.

**Description of Work:**

**Subtask 3.1 Post Audit Annual Reports** – The LACWDs will track and report costs and benefits for all categories as established in Section B-3 of this agreement on an annual basis for a term of five years after the initial audits with due dates established in Exhibit A.

### **Task 4 – Environmental Documentation**

The Contractor is responsible to obtain all necessary local, State, and federal permits and comply fully with the California Environmental quality Act, the California Endangered Species Act, and any other applicable statutes. Contractor is responsible to obtain all engineering and design permits, if applicable.

## **B-3.3 Work Schedule**

A bar chart showing the project schedule is provided (Attachment A) based on a Project start date of December 1, 2005, as indicated in the PSP.

## **B-4 Assessment and Monitoring**

From an analysis based on Districts' records, each household is assumed to contain 3.5 residents. Water audits for 10 percent of the residential customers (4,390), is estimated to result in annual water savings of 123 acre feet. In ten years, the Districts will save 1,230 acre feet of water reducing the demand on the SWP and Bay Delta (water savings based on assumption, page 7 of the proposal). When analyzing annual savings, the Districts will consider weather conditions such as temperature and rainfall data for that year, along with population growth. Statistical analysis will be used to report water conservation benefits.



## **B-5 Budget**

(Exhibit C)

Original proposal was reduced from 20% to 10% of the Districts residential customers to receive Residential Water Use Audits with a grant of fifty percent of the funding requested. State share of expenditure must be for category expenditures detailed in the Exhibit C and must not exceed \$386,640.00.

## **B-6 Benefits**

### **Bay Delta**

The Districts import approximately 75% of its water supply. This project would result in less water being used by the Districts' customers. Therefore, the State Water Project and Bay Delta will indirectly benefit by having less water exported to this region. There would be indirect benefits to the Bay Delta as recommendations are being implemented. These will be identified bi-monthly after the project begins. Further, the duration of the benefits is expected over the life of the project for ten years.

Sources of water for the Districts are groundwater supplemented by imported water via the State Water Project provided by wholesale water agencies.

### **Local**

This project would reduce the demand for imported water. The benefits would reduce water demand daily by residential customers throughout all of the Districts' service area. Further, the duration of the benefits is expected over the life of the project for ten years.

## **B-7 Deliverables**

Contractor is responsible for following deliverables:

- Quarterly Progress Reports and associated documents
- Final Report and associated documents
- Any applicable engineering and permitting documents
- Annual Reports of Benefits and Costs for 5 years
- The Grantee will, in addition, include in the Annual Reports, water use by audited site by yearly comparison.

## **B-8 Work Schedule**

The following chart is based on a Project start date of December 1, 2005, or as indicated by the contract start date. The project is anticipated to end on or before November 30, 2008.

<b>Project Progress Reports/Deliverables</b>	<b>Completion Date</b>
1stQuarterly Report	January-15-06
2ndQuarterly Report	April-15-06
3rdQuarterly Report	July-15-06
4thQuarterly Report	October-15-06
5thQuarterly Report	January-15-07
6thQuarterly Report	April-15-07
7thQuarterly Report	July-15-07
8thQuarterly Report	October-15-07
9thQuarterly Report	January-15-08
10thQuarterly Report	April-15-08
11thQuarterly Report	July-15-08
12thQuarterly Report	October-15-08
Final Report	January-15-09
Retention Invoice	April 15-09
Annual Reports of Benefits and Costs:	
First Annual Report	January-15-10
Second Annual Report	January-15-11
Third Annual Report	January-15-12
Fourth Annual Report	January-15-13
Fifth Annual Report	January-15-14

## **B-9 Cooperators:**

The Districts will manage and oversee the program and will hire a consultant to conduct the work. The Districts will follow the County of Los Angeles procedures and guidelines for hiring a consultant. The project will be advertised as an open bid. Interested and qualified consultants will submit proposals to the County. A selection committee consisting of qualified professionals will be established to evaluate the proposals.

Proposals will be evaluated based on price, references, and work plan. The proposal with the lowest proposed cost may not necessarily be awarded the contract. Consideration will be given to consultants with the most experience in water conservation projects and water use audit programs and a detailed and relevant work plan. The most qualified consultant will be selected based on the overall evaluation criteria, scoring, and an optional interview.

The Grantee must comply with all applicable laws when it hires private consultants to implement partially or fully the tasks of this project.

Applicant:

**Proposed Project Budget**  
**(4031) Los Angeles County Water Works**

	Category (I)	Applicant Adjusted Share (II)	California Bay Delta Program Share) Grant (III)	Total Project Costs (IV) (II + III)
(a)	Administration			
	Salaries, wages	45,900	55,317	101,217
	Fringe benefits	0	0	0
	Supplies	0	0	0
	Equipment	0	0	0
	Consulting services	238,645	296,174	534,819
	Travel	0	0	0
	Other	0	0	0
(b)	Planning/Design/Engineering	0	0	0
(c)	Equipment Purchases/Rentals/Rebates/Vouchers	0	0	0
(d)	Materials/Installation/Implementation	0	0	0
(e)	Implementation Verification	0	0	0
(f)	Project Legal/License Fees	0	0	0
(g)	Structures	0	0	0
(h)	Land Purchase/Easement	0	0	0
(i)	Environmental Compliance/Mitigation/Enhancement	0	0	0
(j)	Construction	0	0	0
(k)	Other (Specify)	0	0	0
(l)	Monitoring and Assessment	0	0	0
(m)	Report Preparation	0	0	0
Discretionary Funding				
Applicant Required				
(n)	SUBTOTAL (a + ..... +m)	284,545	351,491	636,036
(o)	Contingency (10%)	28,455	35,149	63,604
(p)	TOTAL (n +o)	313,000	386,640	699,640
(q)	Capital Recovery Factor: Use Table C-8			
(r)	Annual Project Costs (p x q)			0
(s)	Applicant Cost Share -Proportion (row p columns II / IV	0.45		

## Contract Requirements Checklist

### Contract Information Checklist

DWR Contract Number:		4600004215
Proposal number:		4031
Name of Public Agency:		Los Angeles County Waterworks Districts
Title of Project:		Residential Water Use Audits Program
Total Project Cost:		\$699,640
Grant Amount: (State share)		\$386,640
Local Agency Cost: (Grantee share)		\$313,000
Contract Term: Begin and End dates		Dec 01, 2005 – Nov 30, 2008
County (where project is implemented):		Los Angeles
CALFED Region:		Southern
Person Authorized to Sign Contract: (Grantee), phone, fax, e-mail		
Person Authorized to Sign Invoices: (Grantee), phone, fax, e-mail		
Physical Address & Mailing Address		
DWR program manager: name, address*, phone, fax**, e-mail		Baryohay Davidoff (916) 651-9666 baryohay@water.ca.gov
DWR project manager: name, address*, phone, fax**, e-mail		
DWR contract administrator: name, address*, phone, fax, e-mail		Dalila Lulu (916) 651- 9211 dlulu@water.ca.gov

\* Department of Water Resources, Office of Water Use Efficiency & Transfers 901 P Street, Third Floor .Sacramento, CA 94236-0001.

\*\* Fax (916) 651-9849

## Contract Requirements Checklist

### ALL PROJECTS:

- ☐ No Payment: State will not reimburse any expenditure prior to execution of contract.

#### **Items that must be received prior to contract execution:**

- ☐ Resolution: Provide a resolution adopted by the governing body accepting the grant, designating an officer to sign a contract with DWR, and designating a person to approve the submission of invoices.
- ☐ Designation of a Project Manager: Provide the name of the project manager (telephone numbers, e-mail addresses and mailing addresses.)

#### **Item that must be received prior to disbursement of funds but may be received after contract execution:**

- ☐ Summary of Bids: If applicable, submit a summary of bids before awarding contracts for more than \$20,000 (Include written justification if not using the lowest bid).

### FOR PROJECTS SUBJECT TO CEQA OR REQUIRING PERMITS (INCLUDING CONSTRUCTION AND METER PROJECTS):

#### **Items that must be received prior to disbursement of funds, but may be received after contract execution:**

- ☐ Final Plans and Specifications certified by a PE
- ☐ Letter from California Department of Health Services (DHS), Division of Drinking Water and Environmental Management, indicating that DHS reviewed and approved the Final Plans and Specifications
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  - ☐ Safety of Dams
  - ☐ Environmental Permits (Section 401 and 404 of the Clean Water Act, Section 7 and Section 10 Consultation, etc).

## Proposed Draft Sample "Resolution" Format

### RESOLUTION NO-----

#### **RESOLUTION OF THE BOARD OF DIRECTORS OF (Name of Public agency) ACCEPTING CALIFORNIA DEPARTMENT OF WATER RESOURCES PROPOSITION 50 WATER USE EFFICIENCY GRANT FUNDS**

**WHEREAS**, the (Name of public agency) submitted an application to the Department of Water Resources for funding for a project (Title of project as it appears on the application) to improve water use efficiency in the (Name of public agency) service area,

**WHEREAS**, (Name of Public agency) has been notified that its application for a grant under the State of California Proposition 50 Water Use Efficiency Grant Program has been selected for funding, and

**NOW, THEREFORE**, be it resolved, that the (Name of public agency) Board of Directors accepts the Grant funds and designates (Name of authorized individual for signing) to sign a contract on behalf of the District and designates (Name of authorized individual), as the District's representative to sign the progress reports and approve reimbursement claims.

**PASSED AND ADOPTED** at regular meeting of the Board of Directors of the Name of public agency, on Date.

Signed by:

---

Name, President of the  
Board of Directors of the  
Name of the public agency

EXHIBIT B

**Draft**  
**STATEMENT OF WORK**  
**TASKS & TIMELINES**

**Los Angeles County Waterworks District**  
**Contract ID: 4042**  
**Contract Number 4600004216**

**B-1 Project Description**

The Los Angeles County Waterworks District will conduct a Commercial, Industrial, Institutional Water Use Audits and Dedicated Landscape Meter Installation Program to increase water use efficiency and reduce wasteful use of water throughout the Districts' service area.

The Districts are the primary water retailer to five water districts within Los Angeles County, including 1) Kagel Canyon (District 21), 2) the City of Malibu, Topanga Canyon and the Marina Del Rey Water System (District 29), 3) Val Verde (District 36), 4) Acton (District 37), and 5) the Antelope Valley (District 40). These Districts, which provide potable water to about 150,000 people, use a combination of approximately 25 percent local groundwater for Districts 21, 36, 37, and 40, and imported water supplies from the State Water Project. District 29 uses 100 percent imported water.

**B-2 Project Goals & Objectives**

The goal of this project is to reduce water use by 10 percent, a savings of 400 acre-feet per year. To meet this goal, the Districts will conduct water use audits for all CII customers.

The following is the estimated number of audits to be conducted by district:

- District No. 21: 0 audits
- District No. 29: 122 audits
- District No. 36: 0 audits
- District No. 37: 23 audits
- District No. 40: 1,643 audits
- Total of           1,788 audits

The objective of the audit will be to improve existing indoor and outdoor water use efficiency practices in commercial, industrial and institutional facilities. A

trained water use auditor will schedule a visit to each CII customer. The auditor will visit the facility and will identify all indoor and outdoor water use with the customer, including bathroom, kitchen, laundry, irrigation, and any operations that require the use of water. All data collected during water use audit will be input into a database. The Districts will provide each customer with a report within one week after the audit. This report will describe the water usage, suggests specific recommendations to increase water use efficiency, and calculate monthly and annual water and cost savings associated with each recommendation.

The second goal of the program is to market dedicated landscape meters to appropriate CII customers that do not already have a meter on the premises. Since landscaping is typically the highest water use, a dedicated landscape meter allows the facility and the Districts to track water use for landscaping purposes.

A consultant will be hired to implement the program and develop a marketing strategy. The Districts will consider only those consultants that provide an excellent marketing plan and display exemplary knowledge and experience in water conservation practices, landscaping techniques, and water use efficiency. The Districts will track the changes in water use on a monthly basis for one year following each audit and annually for five consecutive years as detailed in Exhibit A of this agreement. Follow-up phone calls will be made to customers who do not exhibit a decrease in water use. If necessary, an additional audit will be conducted and discussed with the customer.

### **B-3 Statement of Work, Technical/Scientific Merit, Feasibility**

The feasibility and technical adequacy, and work plan (task list, work schedule, deliverable descriptions, projected costs, and environmental documentation) are described in this section.

A trained water use auditor will schedule a visit to each customer that requests an audit. The auditor will discuss the reasons and benefits for conserving water, recommend changes that will improve water use efficiency, and identify the cost savings associated with each recommendation.

#### **B-3.1 Feasibility and Technical Adequacy**

The proposed Commercial, Industrial, Institutional Water Use Audits and Dedicated Landscape Meter Installation Program would employ standard on-site voluntary audit practices as detailed in the proposal, and has no experimental or technically unproven elements. Achievable water savings from such a program varies in success based on the customer range, acceptability of water conservation technology, and the financial savings to the customer.



## **Implementation Approach**

The Los Angeles County Waterworks District proposes to conduct a Commercial, Industrial, Institutional Water Use Audits and Dedicated Landscape Meter Installation Program to increase water use efficiency and reduce wasteful use of water throughout the Districts' service area as detailed in the Plans and Specifications, Original Proposal (attachment 1). This program will use industry standard marketing and customer audits to promote water conservation at the commercial and industrial level.

### **B-3.2 Work Plan & Tasks**

The proposed Commercial, Industrial, and Institutional Water Use Audits and Dedicated Landscape Meter Installation Program would be accomplished through the tasks and Sub-tasks described in the following sections; the main tasks are:

- Task 1 – Rank all CII customers according to water usage and water savings potential
- Task 2 – Contact CII customers in order of priority to request voluntary participation in an on-site CII water use survey
- Task 3 – Schedule site visits for CII customers, in order of priority established by the District, who are willing to participate in water use surveys.
- Task 4 - Conduct survey
- Task 5 - Target and market dedicated landscape meters to appropriate CII customers.
- Task 6 - Conduct an outdoor landscape audit for customers who have landscaping and provide each of them with a use and conservation report
- Task 7 - Distribute information regarding the incentives and payback period for the above-mentioned high-efficiency measures to customers during
- Task 8 - Conduct one year follow up with each audited customer
- Task 9 - Audit data collection and analysis
- Task 10 – Environmental Documentation

#### **Task 1 – Rank all CII Customers**

##### **Objective:**

Rank all CII customers according to water usage and water savings potential. This list will include property owners, contact information, and type of facility.

#### **Task 2 – Contact CII Customers**

**Objective:**

Contact CII customers in order of priority to request voluntary participation in an on-site CII water use survey. The Districts will maintain a phone log to record the contact at each location, whether a survey was requested, and the date the survey was conducted.

**Task 3** – Schedule site visits for CII customers, in order of priority established by the District, who are willing to participate in water use surveys.

**Objective:**

Schedule site visits for CII customers, in order of priority established by the District, who are willing to participate in water use surveys. Each customer will be provided with the evaluation results and water saving recommendations.

**Task 4 - Conduct Survey****Objectives:**

Surveys will include, but not be limited to, the following:

- Recording the number of toilets in the facility and the number that are ultra low flush, waterless, or dual flush.
- Recording the number of clothes washing machines in the facility and the number that are not high efficiency.
- Recording the number of dishwashing stations in the facility and the number of pre-rinse spray valves installed.
- Recording the number of sinks in the facility and whether they are equipped with aerators.
- Observing and recording other water demanding procedures undertaken by the individual customer.
- Distributing pertinent vendor information concerning high-efficiency washing machines, ultra-low flush toilets, waterless urinals, faucet aerators, pre-rinse spray valves and dual flush toilets to customers during site visits, as appropriate.

**Task 5 - Target and Market Appropriate CII Customers****Objectives:**

Target and market dedicated landscape meters to appropriate CII customers.

**Task 6 - Conduct an Outdoor Landscape Audits****Objectives:**

Conduct an outdoor landscape audit for customers who have landscaping and provide each of them with a report including, but not limited to:

- Area of landscaping;

- Existing seasonal or monthly watering schedule;
- Historical use;
- Existing irrigation methods, such as sprinklers, or drip irrigation;
- Recommended watering schedule based on the type of vegetation, soil, and weather conditions;
- Potential annual water savings;
- Landscape maintenance procedures;
- Broken sprinkler heads;
- Hose nozzle on hoses;
- Recommended irrigation and landscaping alternatives, such as:
  1. Evapo-transpiration controllers
  2. Alternative lawns
  3. Native landscaping
- If requested, the Districts will provide information on vendors for any of the above alternatives.
- Sprinkler overspray and over-watering; and
- Other outdoor practices, such as sweeping driveways and sidewalks instead of hosing them down.

#### **Task 7 - Distribute Information for Incentives and Payback Period**

##### **Objectives:**

Prepare and distribute information regarding the incentives and payback period for the above-mentioned high-efficiency measures to customers during site visits.

#### **Task 8 - Conduct One Year Follow Up with Each Audited Customer**

##### **Objectives:**

Follow-up via phone or site visit with the customer regarding facility water use and water saving improvements within one year of completing each survey.

#### **Task 9 - Audit data collection and analysis**

##### **Objectives:**

Track the number of CII customers offered a water use survey, the number of surveys completed, the type and number of water saving recommendations, and the estimated reduction in annual water use for each customer in a database.

#### **Task 10 – Environmental Documentation**

##### **Objectives:**

The Contractor is responsible to obtain all necessary local, State, and federal permits and comply fully with the California Environmental quality Act, the California Endangered Species Act, and any other applicable statutes. Contractor is responsible to obtain all engineering and design permits, if applicable.

## **B-4 Assessment and Monitoring**

Track the number of CII customers offered a water use survey, the number of surveys completed, the type and number of water saving recommendations, and the estimated reduction in annual water use for each customer in a database. The Final report will document progress, task completion, and project success with additions of data analysis for previous water usage, perceived and actual water savings by customer and District of the Los Angeles Waterworks Districts.

When analyzing annual savings, the Districts will consider weather conditions such as temperature and rainfall data for that year along with population growth. Statistical analysis will be used to report water conservation benefits.

Currently, the Districts track all the water consumption for each customer. Since the data from each audit will be entered into and stored in Microsoft Access and Excel databases, it will be relatively easy for the Districts to compare and track the water usage and reduction for each customer on both a monthly and an annual basis. Staff will be dedicated to tracking this information for one year after the completion of the audit. As part of this project, follow-up phone calls will be made to customers who do not display a decrease in water use; and, if necessary, an additional audit will be conducted to help ensure the overall success.

## **B-5 Budget**

(Exhibit C, attached)

This project received 25% of the requested funding. The project is locally cost effective.

## **B-6 Benefits**

This program will indirectly reduce demand on the San Francisco Bay/Sacramento-San Joaquin Delta (Bay Delta) estuary by reducing the Districts' demand on the State Water Project (SWP), a tributary of the Bay Delta. The Districts utilize two sources of water supply, groundwater and imported water drawn from the SWP. Because the Districts use a fixed amount of groundwater each year, any reduction in water use will result in a decreased demand on imported water from the SWP.

The proposed Commercial, Industrial, and Institutional Water Use Audits and Dedicated Landscape Meter Installation Program will increase water use efficiency and promote water conservation. Water conservation and water use efficiency are interrelated and interdependent with all aspects of the CALFED

Bay-Delta Program. The goal of this program is to reduce water use by 400 acre-feet per year throughout the Districts' service area, thereby reducing the Districts' demand on the SWP.

### **Qualitative Benefit**

#### **Physical:**

**CALFED** - The Districts import approximately 75% of its water supply. This project would result in less water being used by the Districts' customers. Therefore, the State Water Project and Bay Delta will indirectly benefit by having less water exported to this region.

**Local** - This project would reduce the demand for imported water.

#### **Location of Benefit:**

**CALFED** - There would be indirect benefits to the Bay Delta and could be identified monthly after the project is implemented.

**Local** - The benefits would reduce water demand daily by commercial, industrial, and institutional customers throughout all of the Districts' service area.

#### **Benefit Type:**

**CALFED** - The Bay Delta benefit is indirect. If water is conserved, the dependency on the Bay Delta is reduced. There is no direct dependency on the Bay Delta by our Districts. Sources of water for the Districts are groundwater supplemented by imported water via the State Water Project provided by wholesale water agencies.

**Local** - Not applicable

### **Quantitative Benefit:**

**CALFED** – 400 acre feet annually for the life of the project, ten years, for a total of 4,000 AF

**Local** - none

## **B-7 Deliverables**

Contractor is responsible for following deliverables:

- Quarterly Progress Reports and associated documents
- Final Report and associated documents
- Any applicable engineering and permitting documents
- Annual Reports of Benefits and Costs for 5 years
- The Grantee will, in addition, include in the Annual Reports, water use by audit site and yearly comparison.

## **B-8 Work Schedule**

The following chart is based on a contract start date of November 1, 2005, or as indicated by the contract start date. The project will end on or before June 30, 2008.

## Schedule for Completion of Project Deliverables

### Project Progress

<b>Reports/Invoices/Deliverables</b>	<b>Completion Date</b>
1 <sup>st</sup> Quarterly Report & Invoice	January-15-06
2 <sup>nd</sup> Quarterly Report & Invoice	April-15-06
3 <sup>rd</sup> Quarterly Report & Invoice	July-15-06
4 <sup>th</sup> Quarterly Report & Invoice	October-15-06
5 <sup>th</sup> Quarterly Report & Invoice	January-15-07
6 <sup>th</sup> Quarterly Report & Invoice	April-15-07
7 <sup>th</sup> Quarterly Report & Invoice	July-15-07
8 <sup>th</sup> Quarterly Report & Invoice	October-15-07
9 <sup>th</sup> Quarterly Report & Invoice	January-15-08
10 <sup>th</sup> Quarterly Report & Invoice	April-15-08
Final Report	July-15-08
Retention Invoice	October-15-08
Annual Reports of Benefits and Costs:	
Post Audit First Annual Report	January-15-09
Post Audit Second Annual Report	January-15-10
Post Audit Third Annual Report	January-15-11
Post Audit Fourth Annual Report	January-15-12
Post Audit Fifth Annual Report	January-15-13

### B-9 Cooperator(s)

The Los Angeles County Waterworks Districts will have no cooperators for this project outside their Districts' areas.

The Grantee must comply with all applicable laws when it hires private consultants to implement partially or fully the tasks of this project.

Applicant: **(4042) Los Angeles County Water Works**

**Proposed Project Budget**

	Category	Applicant Adjusted Share (II)	California Bay Delta Program Share) Grant (III)	Total Project Costs (IV) (II + III)
(a)	Administration			
	Salaries, wages	40,953	8,631	49,584
	Fringe benefits	0	0	0
	Supplies	0	0	0
	Equipment	0	0	0
	Consulting services	255,452	90,170	345,622
	Travel	0	0	0
	Other	0	0	0
(b)	Planning/Design/Engineering	0	0	0
(c)	Equipment Purchases/Rentals/Rebates/Vouchers	0	0	0
(d)	Materials/Installation/Implementation	0	0	0
(e)	Implementation Verification	0	0	0
(f)	Project Legal/License Fees	0	0	0
(g)	Structures	0	0	0
(h)	Land Purchase/Easement	0	0	0
(i)	Environmental Compliance/Mitigation/Enhancement	0	0	0
(j)	Construction	0	0	0
(k)	Other (Specify)	0	0	0
(l)	Monitoring and Assessment	0	0	0
(m)	Report Preparation	0	0	0
Discretionary Funding				
Applicant Required				
(n)	SUBTOTAL (a + ..... +m)	296,405	98,801	395,206
(o)	Contingency (10%)	29,641	9,880	39,521
(p)	TOTAL (n + o)	326,046	108,681	434,727
(q)	Capital Recovery Factor: Use Table C-8			
(r)	Annual Project Costs (p x q)			
(s)	Applicant Cost Share -Proportion (row p columns II / IV)	0.75		0

**Notes:**

326046 108681

fund program, 1,788 audit. Applicant claims Locally cost Effective. Project is LCE. Locally cost effective, fund at 25%=\$108,681. Project does not meet Disadvantaged Community criteria.

## Contract Requirements Checklist

### Contract Information Checklist

DWR Contract Number:	4600004216
Proposal number:	4042
Name of Public Agency:	Los Angeles County Waterworks Districts
Title of Project:	Residential Water Use Audits Program
Total Project Cost:	\$434,727
Grant Amount: (State share)	\$108,681
Local Agency Cost: (Grantee share)	\$326,046
Contract Term: Begin and End dates	Nov 01, 2005 – June 30, 2008
County (where project is implemented):	Los Angeles
CALFED Region:	Southern
Person Authorized to Sign Contract: (Grantee), phone, fax, e-mail	
Person Authorized to Sign Invoices: (Grantee), phone, fax, e-mail	
Physical Address & Mailing Address	
DWR program manager: name, address*, phone, fax**, e-mail	Baryohay Davidoff (916) 651-9666 baryohay@water.ca.gov
DWR project manager: name, address*, phone, fax**, e-mail	
DWR contract administrator: name, address*, phone, fax, e-mail	Dalila Lulu (916) 651- 9211 dlulu@water.ca.gov

\* Department of Water Resources, Office of Water Use Efficiency & Transfers 901 P Street, Third Floor .Sacramento, CA 94236-0001.

\*\* Fax (916) 651-9849



## Contract Requirements Checklist

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**WHEREAS**, (Name of Public agency) has been notified that its application for a grant under the State of California Proposition 50 Water Use Efficiency Grant Program has been selected for funding, and

**NOW, THEREFORE**, be it resolved, that the (Name of public agency) Board of Directors accepts the Grant funds and designates (Name of authorized individual for signing) to sign a contract on behalf of the District and designates (Name of authorized individual), as the District's representative to sign the progress reports and approve reimbursement claims.

**PASSED AND ADOPTED** at regular meeting of the Board of Directors of the Name of public agency, on Date.

Signed by:

---

Name, President of the  
Board of Directors of the  
Name of the public agency